

Mothercraft College of Early Childhood Education

Request for Extension on an Assignment

To re-negotiate an assignment submission date, the student must complete this form and provide it to the Education and Training Manager in writing at least 3 days before the assigned due date. ***Forms must be submitted to the front office for date stamping*** In the case of emergencies, this form and valid documentation (e.g. Dr.'s note or evidence of emergency) must accompany the form. Otherwise, the assignment will not be accepted and a mark of 0% will be assigned.

Note: Students are permitted to submit a maximum of **1 (one) request for an extension on an assignment per semester for a maximum of 4 requests over the entire program**. The granting of an extension is at the discretion of the Education and Training Manager who will also schedule the new date. Except under extreme circumstances, the new due date must be **within 3 calendar days** of the original due date.

Student's Name:

Course Title:

Course Instructor:

Name of Assignment:

Original assignment due date:

☐ Documentation attached (e.g. doctor's note, etc.)

Reason(s) for requesting an extension:

Signature of Student

Date

Approved by:

Signature of Education and Training Manager

Date

New approved assignment date: _____